

Summarized Minutes¹
Scottsdale Audit Committee
Wednesday, May 17, 2006



Kiva Conference Room, First Floor, City Hall
3939 North Drinkwater Boulevard
Scottsdale, AZ 85251

Members Present: Chairman Osterman
Committee Member Ecton
Committee Member Lane (arrived at 2:34 p.m.)

City Staff Present: Cheryl Dreska, City Auditor
Neal Shearer, Assistant City Manager
Allen Rodbell, Chief of Police
Helen Gandara-Zavala, Administrative Services Director
Paul Bentley, Records & Analysis Division Manager
Michael Keran, Police Records Supervisor
Lisa Blyler, Assistant to Mayor and Council
Ramon Ramirez, Senior Auditor
Gail Crawford, Internal Auditor
Mike Worth, Audit Associate

Chairman Osterman called the meeting to order at 2:30 p.m. Roll was taken with Committee Member Lane absent.

Committee Member Ecton made a motion to approve the April 21, 2006, minutes. Chairman Osterman seconded the motion. The minutes were approved.

General Business:

Item 1 – Discussion on the Control and Tracking of Citations. Cheryl Dreska introduced staff present from the Police Department. Ramon Ramirez provided an overview indicating that improvements had been made and only the monthly audit provision not being completed was significant. All conditions were agreed to and recommendations provided. Council Member Ecton asked when the monthly audit of citations would be implemented. Chief Rodbell indicated that because of staffing limitations and discussions with Mr. Ramirez, a random sample of 60 citations would be done every

¹ In accordance with provisions of the Arizona Revised Statutes, these summarized minutes are not verbatim transcripts.

month and a full audit completed every six months. Mr. Ramirez agreed that this should meet the requirement.

Committee Member Ecton made a motion to accept the report. Committee Member Lane seconded the motion. Motion carried unanimously.

Item 2a – Ms. Dreska provided an update on the Physical Access Keypad System. This is in the fieldwork phase, however, an issue with the database has arisen and additional testing is underway to verify information.

Item 2b – Ms. Dreska provided an update on the Passport Services Audit. The report is complete and is out for thirty-day management comment.

Item 2c – Ms. Dreska provided an update on the Management Services Agreement with the Scottsdale Cultural Council. Meetings with management have been held. This audit will be broken into segments and interim reports issued. The first segment will be the Sculpture Pad Program and then move to the Fine Arts Collection.

Item 2d – Ms. Dreska and Mr. Ramirez provided an update on the Issuance of Citations for Zoning Violations. Scope limitations have been identified. There is no assurance that auditors would be working with the entire universe of citations. The files found can be tested but an indication that the process itself is working cannot be made. Another issue is the amount of time it will take because work will need to be done manually. Also, Chapter 18 and Chapter 22 of the City Code conflict as to penalties to apply. Civil citations could impact the direction of the audit also.

Mr. Ramirez provided six objectives that will be followed for the audit. Testing will need to be done to quantify the amount of uncollected sanctions from 2003 to date.

The Committee directed Ms. Dreska to test 60 cases for 2004 to see what is being done and bring the results of this preliminary survey back to the Audit Committee along with an estimate of time to complete the audit.

Public Comments – None.

Committee Comments – None.

With no further business to discuss, Committee Member Lane made a motion to adjourn the public meeting of the Audit Committee. Committee Member Ecton seconded the motion and the motion carried. The Audit Committee Meeting was adjourned at 3:25 p.m.

Submitted by

Gail Crawford
Recording Secretary

Reviewed by

Cheryl Dreska
City Auditor